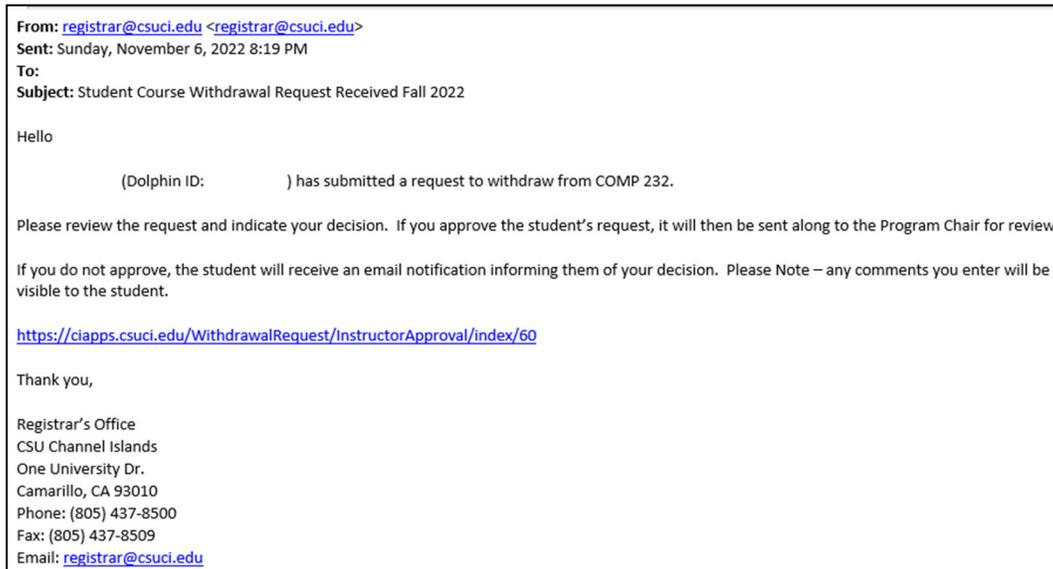


Reviewing Course Withdrawal Requests via Web App – Faculty Guide

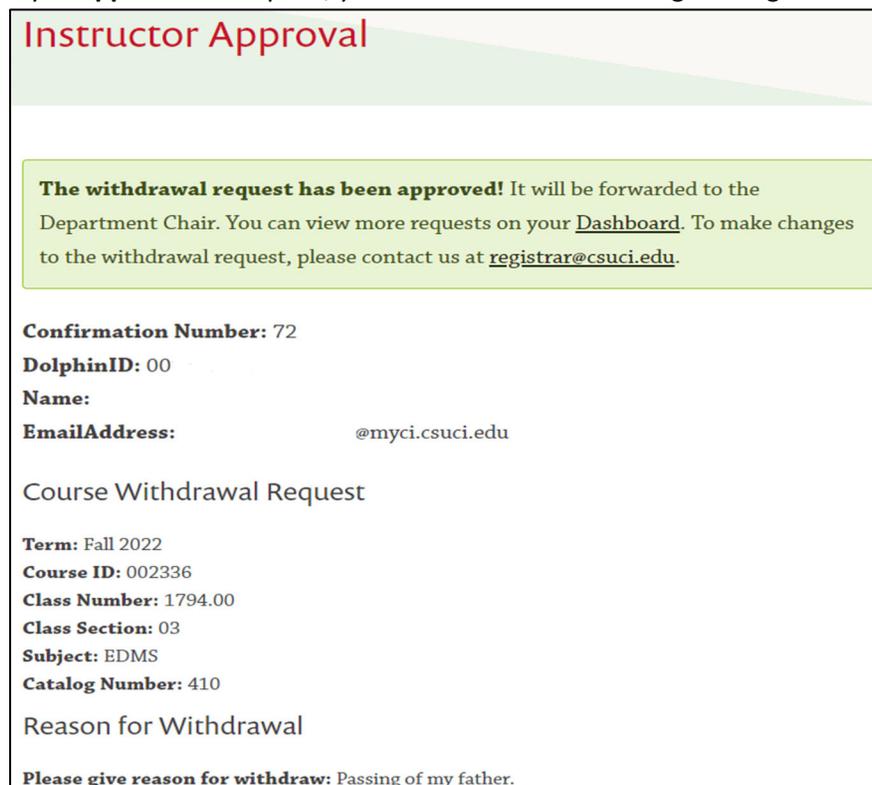
In an effort to decrease the amount of paper forms, as well as reduce processing and notification time, an online process has been developed to allow students to submit individual course withdrawal requests via a web-based application.

1) Instructor Steps

- a. You will receive an e-mail notification which asks you to review a request:



- b. Click the link in the email and sign in using your myCI credentials
- c. If you choose to **deny** the request, an email will be sent to the student
 - i. *Please note: any comments you enter will be viewable to the student*
 - ii. If you **approve** the request, you will receive the following message:



- d. An email will then be sent to the Program Chair notifying them of the need to review the submission and indicate their decision

2) Program Chair Steps

- a. If the instructor for the course approves the withdrawal request, you will receive an email with a link to take you to the web app
 - i. Click the link in the email and sign in using your myCI credentials
- b. If you choose to **deny** the request, an email will be sent to the student
 - i. *Please note: any comments you enter will be viewable to the student*
- c. If you **approve** the request, a notification will be sent to the Registrar's Office.

Department Chair Approval

The withdrawal request has been approved! It will be forwarded to the Registrar's Office. You can view more requests on your [Dashboard](#). To make changes to the withdrawal request, please contact us at registrar@csuci.edu.

Confirmation Number: 72

DolphinID:

Name:

EmailAddress: @myci.csuci.edu

Course Withdrawal Request

Term: Fall 2022

Course ID: 002336

Class Number: 1794.00

Class Section: 03

Subject: EDMS

Catalog Number: 410

- d. RO Staff will review the request and, once processed, the student will receive the following email:

From: <registrar@csuci.edu>
Date: Wed, Feb 8, 2023 at 9:27 AM
Subject: Course Withdrawal Request Approved Fall 2022
To: <

Confirmation Number: 72
Dolphin ID:
Student Name:

Hello ,

Your request to withdraw from EDMS 410 was approved and processed as of 2/8/2023 9:27:52 AM. A "W" grade will appear on the transcript. Please log into myCI to verify the change to your Fall 2022 schedule.

Any change to your enrollment could affect your financial obligation to the University. Please contact the Student Business Services office at (805) 437-8810 to verify your account status. If you are receiving Financial Aid and you have dropped below full-time status, please contact Financial Aid at (805) 437-8530.

The CSU system requires all campuses to limit the number of withdrawals for undergraduate students to a maximum of 18 units. Please be sure to keep track of your withdrawal units via the withdrawal "counter" by logging in to your student center page and selecting the "Withdrawals/Repeats" option. For more information go to the Registrar's Office page.

Thank you,

Registrar's Office
CSU Channel Islands
One University Dr.
Camarillo, CA 93010
Phone: (805) 437-8500
Fax: (805) 437-8509
Email: registrar@csuci.edu